


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u></p> <p>EOE/ADA*</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.co.alameda.ca.us/courts</p>
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COURT SERVICES ASSISTANT (Services-As-Needed)

Job Vacancies may be available at the following locations:
Oakland, Alameda, Berkeley, Hayward, Fremont and Pleasanton Courts

*This is a temporary, services-as-needed position.
Employment is for an unspecified duration and may end at any time.*

HOURLY PAY RATE: \$12.70 per hour plus employer paid medical/dental insurance

FINAL FILING DEADLINE: Friday, April 8, 2005 (Postmarks are not accepted)

FILING REQUIREMENTS: Send completed application form and typing certificate by 5:00 p.m. on the last day for filing to:

Superior Court of California, County of Alameda
Human Resources Bureau
1221 Fallon Street, Room 105
Oakland, CA 94612

A recent OFFICIAL CERTIFICATION of typing skills is required for certain positions.

Official typing certificates may be obtained at career centers, adult schools, temporary employment agencies, and other agencies. Certification should not be more than twelve months old at the time of application and should be signed and dated by the examiner.

The Court is establishing a new eligible list to fill court-wide Court Services Assistant positions.

The Superior Court of California, County of Alameda is accepting applications for the temporary, services-as-needed position of Court Services Assistant. Under general supervision, incumbent performs a variety of clerical tasks; assists regular full-time clerical staff during peak workload periods; and performs other related duties as assigned.

TYPICAL DUTIES (May include but are not limited to the following:)

1. Acts as a receptionist; assists customers by providing general information, referring them to the appropriate source of information, distributing forms, posting bulletins and performing other information dissemination tasks required in conducting court business.
2. Types a variety of correspondence, forms, documents, reports and materials; proofreads materials for accuracy and statistical tabulations; maintains operational records by scanning documents into automated systems; and performs alphabetical, numerical or chronological filing.
3. Opens, sorts and distributes incoming mail and various materials.
4. Files documents and maintains records. Prepares and processes forms, notices, general correspondence and documents for mailing; weighs and stamps outgoing mail; and stuffs envelopes for mailing.
5. May operate a variety of office machines, including a 10-key calculator, personal computer, copying machine, fax and microfiche viewer; and searches and retrieves computer file information using a computer terminal (CRT).
6. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

The equivalent of six months of full-time experience in general clerical work.

OR

Completion of business, clerical or office education courses from a high school, business or vocational training center that would enable an applicant to acquire the knowledge and abilities listed below.

KNOWLEDGE AND ABILITIES

Knowledge of basic elements of good English usage, communications, spelling and grammar; general knowledge of office operations, procedures and practices; basic computer, and hardware and software programs, including word processing, spreadsheet and database; basic telephone etiquette, including taking messages and referring incoming calls; and filing and record-keeping methods.

Ability to perform general clerical work and learn specific court operations and procedures; spell and use English grammar correctly; make arithmetical computations; understand, follow and apply oral and written directions, office procedures, rules and regulations; establish and maintain effective customer service skills and cooperative relations with the public and court staff; file alphabetically, numerically, chronologically and by address or subject; screen telephone calls, take complete and accurate

messages, and refer incoming calls; operate a variety of standard and modern office machines and equipment, including copier, fax, 10 - key calculator and microfiche viewer; operate a computer, including hardware and software applications, keyboarding, word processing and data entry; proofread completed work to correct spelling and grammar; and maintain confidentiality of information.

GENERAL INFORMATION

This is a *temporary* services-as-needed position. Work hours may be full-time but may vary depending on Court's operational and staffing needs. Employment is for an unspecified duration and may end at any time. Beginning employment is contingent upon successful completion of a fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. This position does not accrue any benefits with the exception of medical and dental insurance.

Application forms may be obtained at the Human Resources Bureau, 1225 Fallon Street, Room 105, Oakland or at our website: www.co.alameda.ca.us/courts or by calling our 24-Hour Job Hotline at (510) 208-3906.

Distribution: All SCT; Bulletin Boards; V Drive; Website; County Depts